

DEPARTMENT of ECONOMIC & COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
ASSOCIATE ACCOUNTANT
Office of Finance & Administration

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list and lateral transfers

Location: 505 HUDSON STREET, HARTFORD, CT

Job Posting No: 011524

Hours: 40 hrs/week, Monday thru Friday

Salary: AR 26/\$71,988 - \$\$92,585
(New hires to state service start at the minimum)

Closing Date: July 7, 2014

Eligibility Requirement: Candidates must have applied for and passed the Associate Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of duties include but are not limited to: perform advanced work in a variety of complex accounting and fiscal functions and systems in OFA's budget unit; prepare or assist in agency's program and administrative budgets for state or federal financial assistance with multiple reporting requirements; review revenues/expenditures and post as appropriate; perform fund management functions.

Preferred skills & experience: Demonstrated expertise in: complex and voluminous accounting functions; CORE-CT for budget, accounts payable/receivable and financial reporting; contracts and contract management; federal accounting principles and practices; compiling and analyzing financial data, program statistics, categorizing expenditures and preparing reports. Ability to research and interpret state statutes.

Knowledge, Skills and Abilities: Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

General Experience: Seven (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgement in the application of professional accounting principles and practices.

Substitution Allowed: College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CTHR-12) to:

Linda Shackett-Blue
Department of Administrative Services/SmART Unit
165 Capitol Avenue, 5th fl northeast
Hartford, CT 06106
FAX 860-713-7473
linda.shackett-blue@ct.gov

we cannot confirm receipt of your application package

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.